

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday September 26, 2012 @ 9:00 A.M.
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Jeannie Nix, President
Jay Salter, Vice President
William Tappan
Robert Bergman
Arthur Chapman

MINUTES

Present: President Jeannie Nix, Vice President Jay Salter, Commissioner Art Chapman, Commissioner Robert Bergman, Commissioner Bill Tappan

Staff: Commission Secretary Tami Douglas-Schatz; Commission Clerk Robin Mason

Counsel: Rita Neal, Commission Counsel; Steve Simas, Commission outside Counsel

1. Call to Order/ Flag Salute/ Roll Call

President Nix called the meeting to order at 9:01 A.M. and led the flag salute.

2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. Being none, President Nix closed the Public Comment Period.

3. Minutes

February 22, 2012

A motion was made by Commissioner Chapman and seconded by Commissioner Tappan to approve the February 22, 2012 regular meeting minutes as presented; the motion carried 5-0-0.

March 28, 2012

Commissioner Bergman corrected the minutes to include a second to a motion on page 3b(5); a motion was made by Commissioner Chapman and seconded by Commissioner Tappan to approve the March 28, 2012 regular meeting minutes as corrected; the motion carried 5-0-0.

April 25, 2012

Commissioner Chapman made a correction to his quote on page 3C(2); a motion was made by Commissioner Chapman and seconded by Commissioner Tappan to approve the March 28, 2012 regular meeting minutes as corrected; the motion carried 5-0-0.

May 23, 2012

A motion was made by Commissioner Bergman and seconded by Commissioner Tappan to approve the May 23, 2012 regular meeting minutes as presented; the motion carried 4-0-1. *Commissioner Chapman abstained; he was absent for the meetings listed on the agenda as items: 3d, 3e, 3f, and 3g and abstained from participating in the approval of all remaining minutes.*

May 24, 2012

Commissioner Bergman corrected the wording on page 3E(1) to show that no action was taken on item 10; a motion was made by Commissioner Bergman and seconded by Commissioner Tappan to approve the May 24, 2012 special meeting minutes as corrected; the motion carried 4-0-1

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May 30, 2012

A motion was made by Commissioner Bergman and seconded by Commissioner Tappan to approve the May 30, 2012 special meeting minutes as presented; the motion carried 4-0-1.

June 28, 2012

A motion was made by Commissioner Bergman and seconded by Commissioner Tappan to approve the June 28, 2012 special meeting minutes as presented; the motion carried 4-0-1.

4. **Reports**

a. Commission President

President Nix: deferred her reporting time until the staff report was discussed during Secretary's time.

b. Commission Counsel

Rita Neal, Commission Counsel announced it was her last meeting now that she has accepted the position of County Counsel. She further stated that the position of Assistant County Counsel has been filled by Tim McNulty. Ms. Neal explained that she will notify the Commission regarding who will be assigned as Counsel to the Commission as soon as possible. Lastly, she informed the Commission that Mr. Simas will be taking her place as Commission Counsel at 10:25 A.M.

c. Commission Subcommittees

Commissioner Tappan: reported on the August 30, 2012 Ad Hoc Committee meeting that he attended with Jeannie Nix and Tami Douglas-Schatz. He stated that it was successful and all issues were concluded during that meeting. He further stated that and was looking forward to comments on the letter Tami will address during Secretary's time.

d. Commission Secretary

Tami Douglas-Schatz: introduced Megan Fisher, Personnel Analyst who joined us 2 months ago from private industry in Wisconsin.

Ms. Douglas-Schatz stated that no dates were needed at this time for hearings, then moved on to the staff report.

Staff Report (included in agenda packet)

Ms. Douglas-Schatz summarized the report and opened it to the Commission for discussion.

President Nix invited the Commissioners to weigh in on items and recommended they report back to the Board of Supervisors.

Commissioner Chapman: commented that he liked the way it is explained and had no changes.

Commissioner Salter: stated he was happy that it has been apparently resolved.

Commissioner Bergman: believed it was a compromised position, but will let it go at that.

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President Nix: explained that each member of the group was willing to compromise in order to find common ground in order to move forward.

Commission Counsel Rita Neal: advised no action was needed, receive and file only.

Commission Secretary Tami Douglas-Schatz: Explained options in communicating with the Board regarding the staff report.

Commissioner Tappan and President Nix: directed Ms. Douglas-Schatz to inform the Board of the resolution and to draft a letter to the Board of Supervisors for the Civil Service Commission's review.

President Nix: opened the item to Public Comment; being none, she closed the public comment period. The HR Director was directed to provide a draft letter to the Board of Supervisors at the next meeting.

5. Discussion on Training Outline

a. Training Outline (included in agenda packet)

President Nix: introduced Steve Simas, Commission Counsel.

Mr. Simas presented the proposed topic outline for training and opened it to the group for discussion.

President Nix: asked Ms. Douglas-Schatz for her comments on the outline.

Ms. Douglas-Schatz: made suggestions to how the training would be most effective.

All Commissioners: expressed approval of the outline overall and made suggestions, including having a Commissioner in the training alongside Mr. Simas. All agreed to begin the training in January of 2013.

Ms. Neal: advised the Commission that they can give direction today, no need to approve the outline.

President Nix: opened public comment.

Kimm Daniels: General Manager of SLOCEA commented.

President Nix: closed public comment and gave direction to Mr. Simas and Tami to move forward with refining training for January, 2013 and all agreed on and approximate time frame.

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6. Job Class Specifications – *Revised*

- a. President Nix: introduced the job specification revision for Administrative Assistant III Analyst Aide.

Mark McKibben, HR Analyst: addressed the Commission and introduced Ron Alsop from the Office of Emergency Services. Mr. McKibben explained the reason for the revision and opened the discussion to the Commission.

Commissioner Chapman: asked about whether County Agencies should be included on page 6A(2).

Commission Counsel Rita Neal: Suggested changing spec to include County Departments, Districts and agencies.

President Nix: opened discussion to public comment after clarifying with Mr. Alsop how the current administrative duties would be absorbed.

Kimm Daniels, General Manager of SLOCEA: commented.

President Nix: closed public comment after there were no further requests to speak.

Commissioner Tappan: made a motion to approve the revised Administrative Analyst Aide job specification with one amendment.

Commissioner Salter: seconded the motion; the motion carried 5-0-0.

- b. President Nix: introduced the job specification revision for Community Service Aide.

Emily Dabner-Rutter, HR Analyst: addressed the Commission and introduced Natalie Walter from the Department of Social Services. Ms Dabner-Rutter explained the reason for the revision and opened the discussion to the Commission.

Commissioner Chapman: suggested changes on section 6B(5,6).

Natalie Walter: commented that a career series may be created for this spec in the future.

President Nix: opened the discussion to public comment.

Kimm Daniels, General Manager of SLOCEA: commented.

President Nix: closed public comment after there were no further requests to speak.

Commissioner Chapman: moved to approve the revised Community Service Aide job specification with minor corrections.

Commissioner Bergman seconded; the motion carried 5-0-0.

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President Nix: adjourned for a 10 minute break at 10:19 A.M. and upon reconvening, she informed the group that Commissioner Chapman has agreed to be a resource for Mr. Simas as well as the Human Resources Department before moving to the next item on the agenda.

- c. Emily Dabner-Rutter, HR Analyst: introduced the job specification revision for Employment Resource Specialist. She referred to CSC Rule 13.05, explained the reason for the revision and opened the discussion to the Commission.

Commissioner Tappan: suggested a minor change on page 6C(3).

Commissioner Chapman: suggested making a minor change to Distinguishing Characteristics on pages 6C(5,7).

President Nix: opened the discussion to public comment.

Kimm Daniels, General Manger of SLOCEA: commented.

President Nix: closed public comment after there were no further requests to speak.

Commissioner Bergman: made a motion to approve the revisions to the Employment Resource Special job specification as amended.

Commissioner Tappan: seconded; the motion carried 5-0-0.

- d. Emily Dabner-Rutter, HR Analyst: introduced the job specification revision for Social Services Investigator. She explained the reason for the revision and opened the discussion to the Commission.

Commissioner Chapman: asked Ms. Walter and Ms. Dabner-Rutter clarifying questions and made suggestions regarding the wording on page 6D(5).

President Nix: opened the discussion to public comment after asking clarifying questions.

Kimm Daniels, General Manger of SLOCEA: commented.

President Nix: closed public comment after there were no further requests to speak.

Commissioner Chapman: made a motion to approve the revised Social Services Investigator job specification as amended.

Commissioner Salter: seconded; the motion carried 5-0-0.

7. Adjournment

Being no further business, President Nix adjourned the meeting at 10:46 A.M.

** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*